

PERSONNEL REGULATIONS
City of San Diego

February 1, 2001

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PERSONNEL MANUAL

Probationary Periods and Standards of Performance

CODE OF ETHICS AND CONDUCT

I. PURPOSE:

- A. To provide a standard of moral values, responsibility, and personal conduct for the guidance of all City employees
- B. To enhance the prestige and improve the public image of City employees.
- C. To establish the fundamentals upon which evaluations of employee conduct and performance may be made most objectively.

II. POLICY:

- A. There shall be no discrimination in any agency activity because of race, creed, or political affiliations.
- B. As a recognized part of municipal government, City employees must do everything within their ability to protect the public image of that government.
- C. Each position in our government is one of public trust. Therefore, employees must each perform their duties in a manner which will bring honor and credit to the City government, in accordance with the highest moral and ethical standards.
- D. City employees shall not accept gifts from persons doing business or seeking to do business with the City or from persons regulated by the City.
- E. Employees must be ever mindful of their public trust in the use of manpower, property, and funds under their care and, by efficient operation and diligent economy, must conserve them.
- F. Every City employee is expected to uphold the public interest as opposed to personal or group interests.
- G. City employees have an obligation to the citizens, to the people's elected representatives, to fellow employees, and to management to cooperate in accomplishing the goals of this City and their individual departments and work units.
- H. Acceptance of the expressed will of the people is the responsibility of all City employees.

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- I. Every employee should serve the public and fellow employees with efficiency, impartiality, and courtesy, so that our public and personnel relations will be continuously enhanced.
- J. Employees should willingly share any emergency work necessary to the functions of their unit so that public obligations will be fulfilled with maximum efficiency and with equitable distribution of the workload.
- K. Employees must adhere to the rules of work and performance established as standards for their positions by the appropriate authority.
- L. Violations of any of the provisions of this code should raise conscientious questions for the employee concerned as to whether voluntary resignation or other action is indicated to promote the best interests of the City.